

# Procedure Document

## Hiring Filipino Workers in Cook Islands

A step-by-step process guide for hiring Filipino workers



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- Confirmation of Advertising
- Te Marae Ora Medical Clearance
- Philippine NBI Clearance
- Kuwait Police Clearance
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- Company Support Letter

# Direct Hire

Direct hiring of Filipino workers refers to the process where a foreign employer recruits a Filipino worker for overseas employment without the involvement of a Philippine Recruitment Agency. This is also known as "name hire" and is an alternative to the more common agency-hired process. This is typically a personal referrals, professional networks or direct applications.

This process allows workers to negotiate their employment terms directly with the employer but is subject to strict regulations by the Philippine government to protect Overseas Filipino Workers (OFWs).

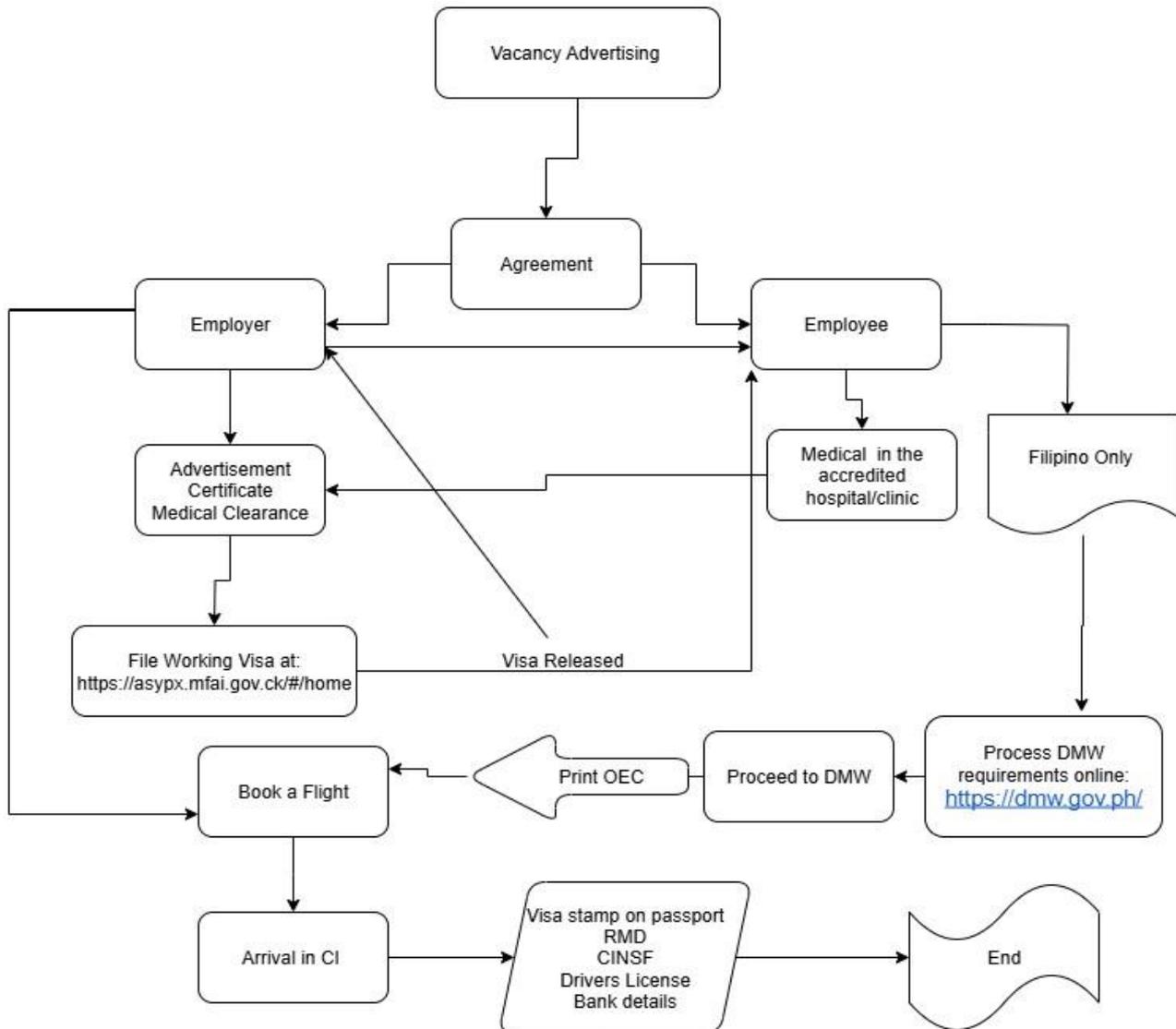
## Who are eligible?

- a) Employers hiring professional and skilled workers with verified employment contracts that meet or exceed POEA standards (limited to five workers, regardless of years hired or even if the employee is no longer connected to the company).
- b) Permanent residents of the host country, hiring family members or relatives (excluding domestic workers, household service workers, or live-in caregivers).

## Benefits of Direct Hire

- **Cost Savings:** Workers avoid recruitment agency fees, which can be substantial.
- **Negotiation Control:** Workers can directly negotiate terms like salary and benefits with the employer.
- **Higher Salaries:** Direct hires may secure better compensation due to the absence of agency commissions.
- **Personalized Hiring:** Employers can select candidates based on specific needs, fostering a direct relationship.

## Process Flow Chart of Direct Hire



## Vacancy Advertising

1. Advertise the vacancy in the company, set the qualifications, and duties and responsibilities.
2. Choose an employee based on the result of the advertisement.
3. Request for advertisement certificate as proof of advertising.

## For worker and employer:

1. Signed the Standard Employment contract for both parties

## For the worker:

1. Proceed to an accredited medical centre in the country of origin and do a medical examination based on Cook Islands requirements.
2. Don't forget to use the standard form from the Ministry of Health
3. Read thoroughly each page to avoid mistakes and it might cause delay of processing
4. Once medical done, employee to send the medical forms to the new employer to apply for Cook Islands Medical Clearance.

## For the employer:

1. Once the medical clearance is received, proceed to Rarotonga Hospital for the application of medical clearance. It takes 3-10 days upon release depending on your preference.
2. The Medical Clearance will be uploaded together with other documents in the immigration portal.
3. Together with other documents listed below; apply the workers visa on the Immigration portal. <https://asypx.mfai.gov.ck/#/home>

- Employment Contract
- Workers Curriculum Vitae
- Copy of Passport
- Birth Certificate
- Evidence of Advertisement
- Letter Offer/Support from Employer
- Police Clearance Certificate
- TMO Medical Clearance

4. Once the visa is approved, you will receive an email confirmation regarding the approval. Attached to the email is the approved visa letter.



5. The employer can now book a flight for the worker to come to Cook Islands.

*For Filipino Workers applying as Direct Hire, ignore number 5 procedure.*

6. For the Filipino worker: Employer will send the following documents to the Migrant Workers office in Wellington:

Address:

POLO Wellington

Level 1, 286 Thorndon Quay, Pipitea, Wellington 6011,  
New Zealand

List of documents to submit by courier

- Copy of the Visa Approval Letter to the workers
- Notarized Copy of the Signed employment contract
- Notarized Copy of the Signed Addendum Contract
- Photocopy of Workers passport
- Photocopy of company's business registration/license
- Photocopy of employer's passport or driver's license
- Certification/declaration by the company stating that:
  - The company has not hired more than five (5) Filipino workers under Direct Hiring

**Note:** Need to enclose a paid self-addressed return courier envelope with tracking number sticker. This will be used to send back the documents.

- Once the Labor Office received the documents and verified, they will inform you regarding the verification payments of \$16.00 (subject to change), OWWA fee \$40.00 (subject to change) and send them the screenshot of the proof of payments.

### Payment details:

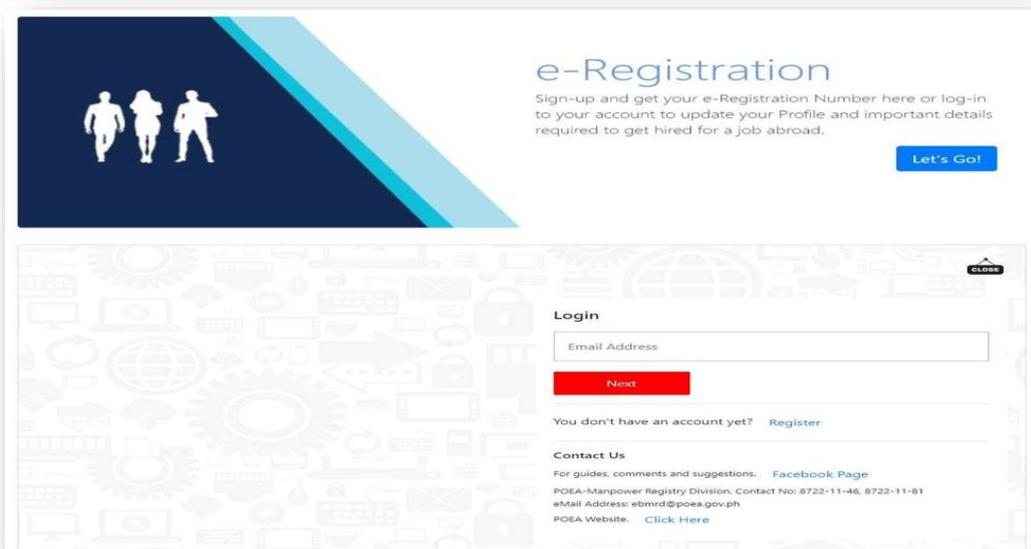
**Migrant Workers Office Verification Fee**  
**Westpac Acct No. 03-0502-0538337-000**

(Please recheck the emails received for the accuracy of bank details). There will be different bank details for Verification of documents and OWWA payments.

Once you received the authenticated/ verified documents from the Migrant Workers Office, send all those documents to the Filipino workers in the Philippines. This can be done through emails or sending the printed copy to the workers.

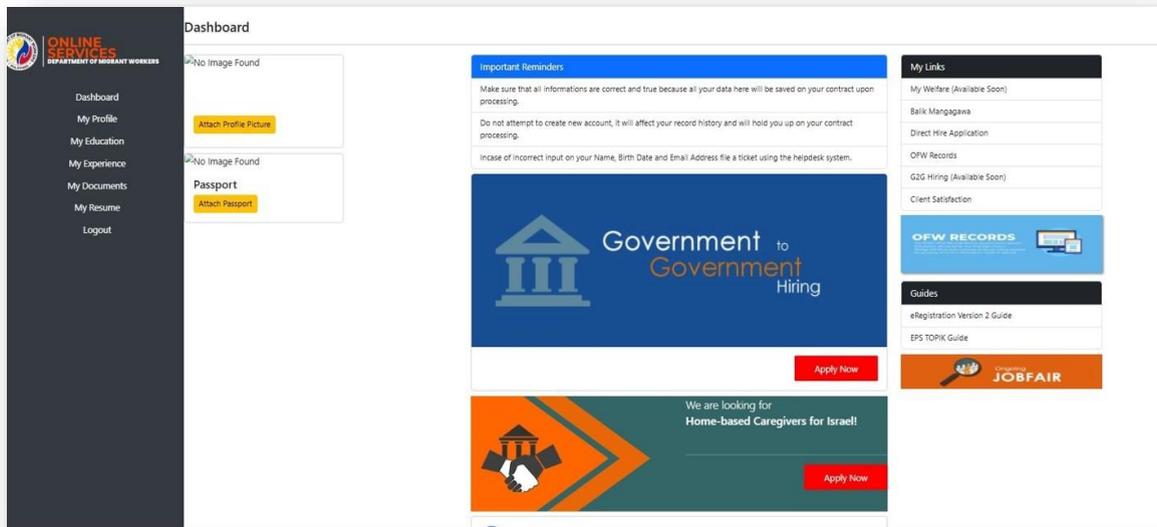
### For the Filipino Workers upon receiving the Verified Documents

- Visit the site, <https://dmw.gov.ph/>



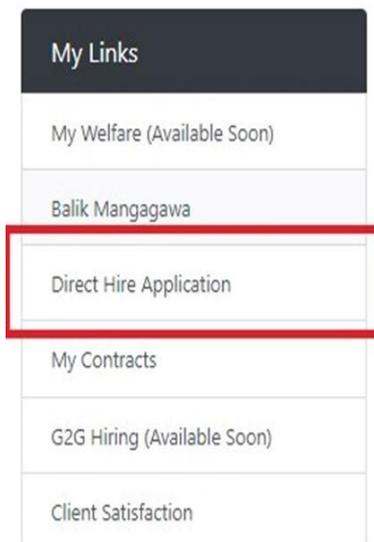
The screenshot shows the 'e-Registration' page. At the top left, there is a dark blue banner with three white silhouettes of people walking. To the right of the banner, the text reads 'e-Registration' followed by 'Sign-up and get your e-Registration Number here or log-in to your account to update your Profile and important details required to get hired for a job abroad.' Below this text is a blue button labeled 'Let's Go!'. The main content area has a light blue background with a pattern of various icons. On the right side, there is a 'Login' section with an 'Email Address' input field and a red 'Next' button. Below the login section, there is a link that says 'You don't have an account yet? Register'. At the bottom, there is a 'Contact Us' section with the text 'For guides, comments and suggestions. Facebook Page' and contact information for the POEA-Manpower Registry Division, including a contact number (8722-11-46, 8722-11-81), an email address (ebrnd@poea.gov.ph), and a website link (Click Here).

- Login using your e-Registration account. If you do not have one yet, please register. In case you are encountering account problems please file a ticket at the POEA Online Helpdesk System.
- Update your eRegistration details

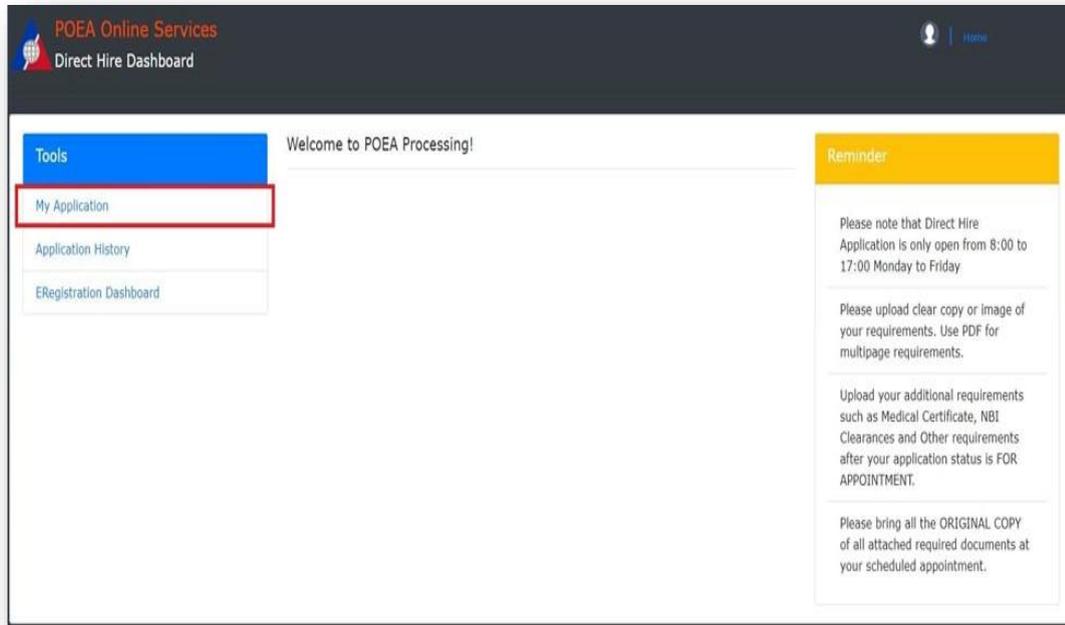


Update your e-Registration profile and upload your profile picture and passport images. Make sure to keep your profile picture professional and clear. You can upload .jpeg files with a maximum of 2MB in size.

- In-put Application Details



Click the Direct Hire Application Button at the upper left side of your e-Registration Dashboard



Click the My Application button to access the Direct Hire Application Module. Please read the reminders for your guidance.

Processing Site  
MANDALIYONG, ORTIGAS

Application Type  
Professional Application

Principal Name Or Employer Name  
Anderson Ltd

Employee Position / Your Postion  
Position

Worksite / Jobsite  
OTHERS

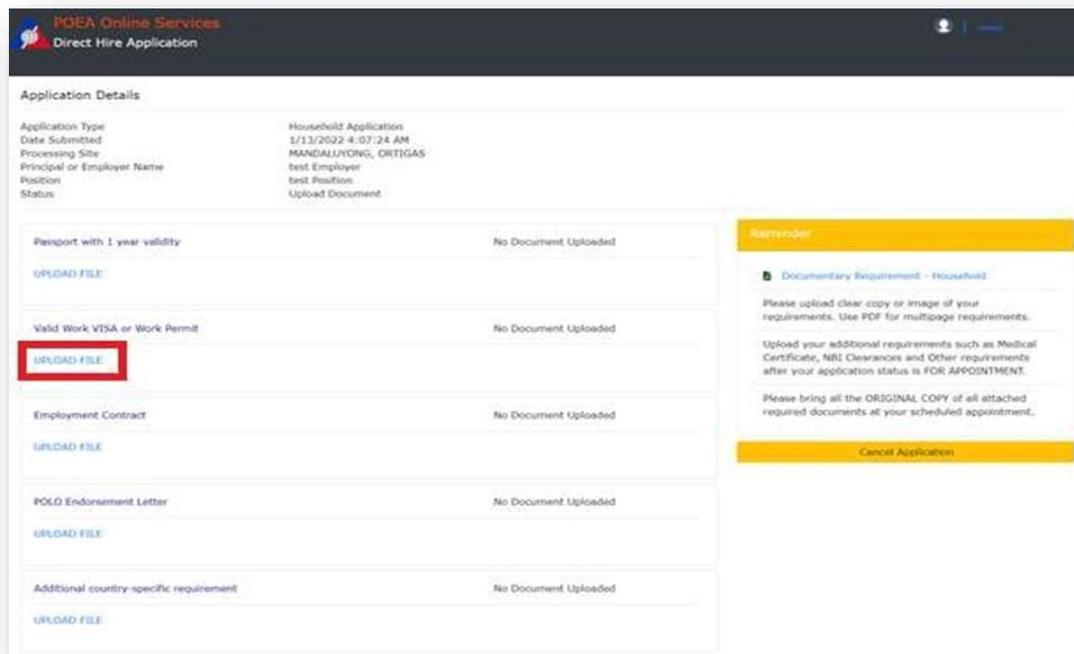
VISA Number  
VISA Number

VISA Expiry Date  
dd/mm/yyyy

Submit Application

Input your application details, do not leave anything blank and make sure that you supply true and correct information according to your documents.

## Upload documentary requirements



**POEA Online Services**  
Direct Hire Application

**Application Details**

Application Type	Household Application
Date Submitted	1/13/2022 4:07:24 AM
Processing Site	MANDALUYONG, ORTIGAS
Principal or Employer Name	test Employer
Position	test Position
Status	Upload Document

Passport with 1 year validity	No Document Uploaded
<a href="#">UPLOAD FILE</a>	
Valid Work VISA or Work Permit	No Document Uploaded
<a href="#">UPLOAD FILE</a>	
Employment Contract	No Document Uploaded
<a href="#">UPLOAD FILE</a>	
POLO Endorsement Letter	No Document Uploaded
<a href="#">UPLOAD FILE</a>	
Additional country specific requirement	No Document Uploaded
<a href="#">UPLOAD FILE</a>	

**Reminder**

**Documentary Requirement - Household**

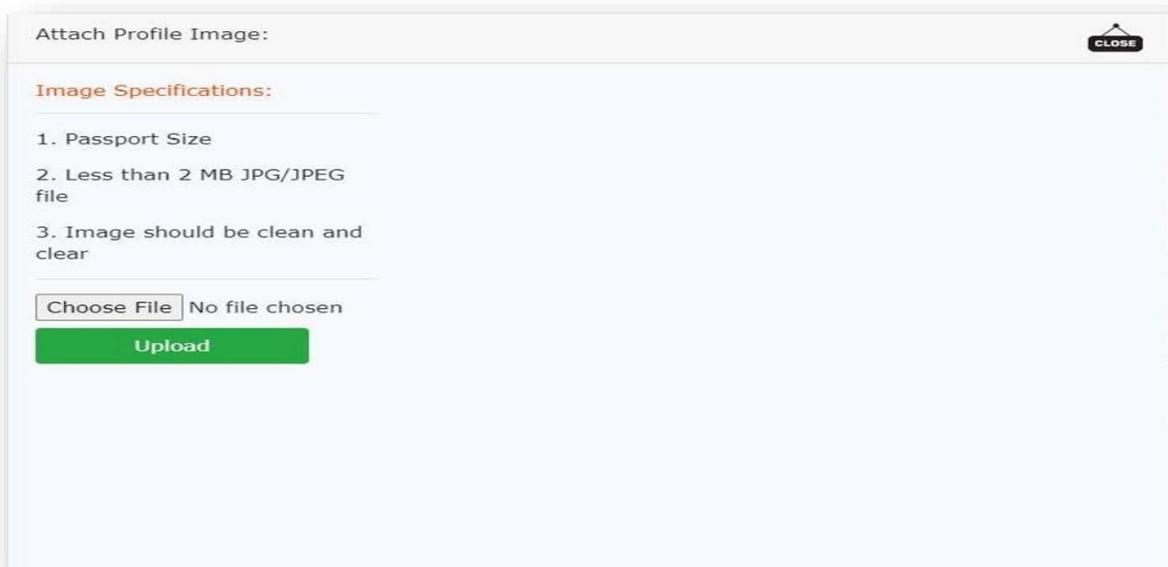
Please upload clear copy or image of your requirements. Use PDF for multipage requirements.

Upload your additional requirements such as Medical Certificate, NBI Clearances and Other requirements after your application status is FOR APPOINTMENT.

Please bring all the ORIGINAL COPY of all attached required documents at your scheduled appointment.

[Cancel Application](#)

Click the Upload button to upload a scanned document or image of your document.



Attach Profile Image: [CLOSE](#)

**Image Specifications:**

1. Passport Size
2. Less than 2 MB JPG/JPEG file
3. Image should be clean and clear

No file chosen

Choose your file location and select the file you need to upload, NOTE; use PDF file for multipage documents, and image for single page.

Passport with 1 year validity	✓ Uploaded
<a href="#">REMOVE</a>	
Valid Work VISA or Work Permit	No Document Uploaded
<a href="#">UPLOAD FILE</a>	

You can click the Upload to view your uploaded document. You can remove the uploaded document in case you uploaded a wrong file.

TESDA National Certificate II for Domestic Helper	✓ Uploaded
<a href="#">REMOVE</a>	
Notarized Statement on how the worker secured his/her employment	✓ Uploaded
<a href="#">REMOVE</a>	
Photocopy of employer`s passport or ID and Contract details	✓ Uploaded
<a href="#">REMOVE</a>	
<a href="#">Submit Document</a>	

After uploading all required documents, you can click the Submit Document button to submit your application to the POEA Evaluators.

**POEA Online Services**  
Direct Hire Application

### Application Details

Cancel Application

Application Type	Household Application
Date Submitted	1/13/2022 4:07:24 AM
Processing Site	MANDALUYONG, ORTIGAS
Principal or Employer Name	test Employer
Position	test Position
Status	For Assignment
Remarks	

### Action Taken

Uploaded and submitted requirements

BENJ GU LEE  
Jan 13, 2022 at 04:11:46

Passport with 1 year validity	✓ Uploaded
Valid Work VISA or Work Permit	✓ Uploaded

Employment Contract	✓ Uploaded
POLO Endorsement Letter	✓ Uploaded
Additional country-specific requirement	✓ Uploaded
LMO	✓ Uploaded
TESDA National Certificate II for Domestic Helper	✓ Uploaded
Notarized Statement on how the worker secured his/her employment	✓ Uploaded
Photocopy of employer's passport or ID and Contract details	✓ Uploaded

After you have successfully submitted and uploaded your documentary requirement, wait for your application to be processed.



**POEA Online Services**  
Direct Hire Application

### Application Details

Application Type: Household Application  
Date Submitted: 1/13/2022 4:07:24 AM  
Processing Site: MANDALUYONG, ORTIGAS  
Principal or Employer Name: test Employer  
Position: test Position  
Status: For Appointment  
Remarks:

- Passport with 1 year validity ✓ Uploaded
- Valid Work VISA or Work Permit ✓ Uploaded
- Employment Contract ✓ Uploaded
- POLO Endorsement Letter ✓ Uploaded
- Additional country-specific requirement ✓ Uploaded
- LMO ✓ Uploaded
- TESDA National Certificate II for Domestic Helper ✓ Uploaded
- Notarized Statement on how the worker secured his/her employment ✓ Uploaded

### Action Taken

Your appointment schedule is set to 2022-01-14 at 11:00

BENJAMIN JOSEPH GUEVARA LEE  
Jan 13, 2022 at 04:26:53

DEC is created with DEC Number: 202201354285. Please check your appointment schedule and bring all ORIGINAL COPY of all requirements for validation.

BENJAMIN JOSEPH GUEVARA LEE  
Jan 13, 2022 at 04:26:37

FOR APPROVAL: : Approved By BENJAMIN JOSEPH GUEVARA LEE , Date: 1/13/2022 4:22:53 AM

BENJAMIN JOSEPH GUEVARA LEE  
Jan 13, 2022 at 04:22:53

FOR APPROVAL:

BENJAMIN JOSEPH GUEVARA LEE  
Jan 13, 2022 at 04:22:53

Assigned to POEA Evaluator

BENJAMIN JOSEPH GUEVARA LEE  
Jan 13, 2022 at 04:13:52

### OEC

**Print Appointment**

RFP Number: 202201354285  
FullName: BENJ GU LEE  
Birth Date: 5/29/1987 12:00:00 AM  
Gender: Male  
Passport: 123213  
Status: For Appointment  
Principal: test principal 3  
Position: AIDE NURSE  
Direct Employer: sadsadsadsad  
Jobtitle: ALBANIA  
Contract Duration: 12 Month/s @ Day/s  
Salary: 2,000.00 US DOLLAR/Month  
Insurance: OTHERS  
Policy No: sadsadsadsad  
Insurance Duration: 12 Month/s

### Assessment Items

Description	Amount	Quantity
POEA Fee	3000.00	1
OWWA Fee	1295.50	1
Paybig Fee	300.00	1
<b>Total</b>	<b>6595.50</b>	

You can always check the current status and progress of your application through the Action Taken tab of this system. If you think your application is already delayed, check if you may need to comply for additional requirements set by the POEA Evaluator



## Submit documentary requirement to processing site

**OEC**

[Print Appointment](#)

RFP Number: 2022013541285  
FullName: BENJ GU LEE  
Birth Date: 5/29/1987 12:00:00 AM  
Gender: Male  
Passport: 123213  
Status: For Appointment  
Principal: test principal 3  
Position: AIDE NURSE  
Direct Employer: sadsadsadsadas  
Jobsite: ALBANIA  
Contract Duration: 12 Month/s 0 Day/s  
Salary: 2,000.00 US DOLLAR/Month  
Insurance: OTHERS  
Policy No: sadsadsadsad  
Insurance Duration: 12 Month/s

**Assessment Items**

Description	Amount	Quantity
POEA Fee	5000.00	1
OWWA Fee	1255.50	1
Pagibig Fee	300.00	1

**Total** **6555.50**

Once your application is evaluated and processed you can now print your appointment details at the POEA Processing Site. Please bring all original copy of the documents you uploaded for verification.

**POEA Online Appointment**

Please take note of your schedule, you can screenshot or print this information sheet.

Name: **BENJ GU LEE**  
Processing Site: MANUJALYONG, ORTIGAS  
Branch: Direct Hire Processing  
Date: 1/14/2022 12:00:00 AM  
Time: 11

**Purpose of Visit**  
Direct Hire Application Processing and Verification.

Please bring your passport and all original copy of required documents.

**OEC Details**

RFP Number: 2022013541285  
FullName: BENJ GU LEE  
Birth Date: 5/29/1987 12:00:00 AM  
Gender: Male  
Passport: 123213  
Status: For Appointment  
Principal: test principal 3  
Position: AIDE NURSE  
Direct Employer: sadsadsadsadas  
Jobsite: ALBANIA  
Contract Duration: 12 Month/s 0 Day/s  
Salary: 2,000.00 US DOLLAR/Month  
Insurance: OTHERS  
Policy No: sadsadsadsad  
Insurance Duration: 12 Month/s

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[Print](#)

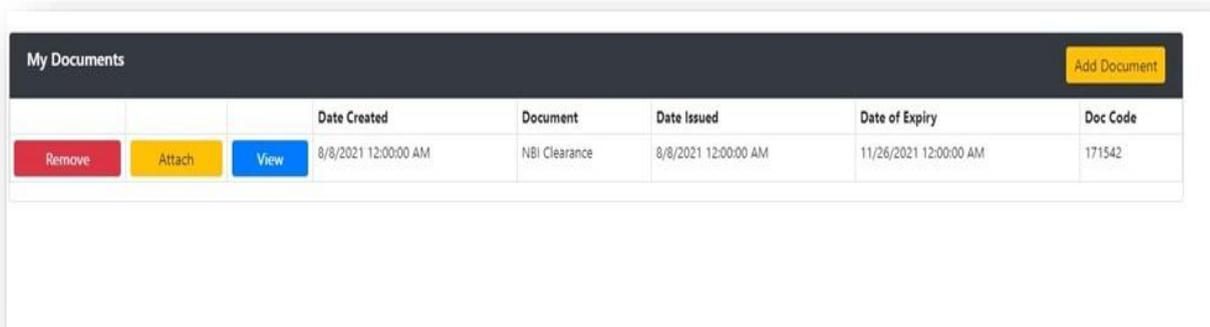
At the POEA Processing Site, they will instruct and give you schedule for PEOS, PDOS. Certificate of Completion will be given at the end of each session.



NOTE: At this point, please upload all the secondary documents needed by clicking My Document button at your e-Registration Dashboard.

Secondary Requirements:

- Valid Medical Certificate from DOH-accredited medical clinic authorized to conduct medical exam for OFWs
- Pe-Employment Orientation Seminar Certificate (PEOS)
- Pre-Departure Orientation Seminar (PDOS) Certificate issued by OWWA
- POEA Clearance (for employers under Section 124d of the POEA Revised Rules & Regulations)
- Proof of certificate of insurance coverage covering at least the benefits provided under Section 37-A of RA 8042 as amended



Click Add document and select document type to upload. If you made a mistake, you can remove the uploaded document.

## Payment of Fees

### OEC Details

---

RFP Number:	2022013541285
FullName:	BENJ GU LEE

Once all the required documents are verified, you may now pay the Processing Fee at the POEA Cashier. Use the RFP Number as the reference number at the cashier.

### Printing of OEC

After payment of the Processing Fee, your OEC transaction is complete. You may login to your eRegistration account to print your OEC.

Once you've got your OEC, your employer can now book a ticket for you. You're now ready to leave the Philippines and work abroad as a Direct hired employee.

Source: <https://dmw.gov.ph/>

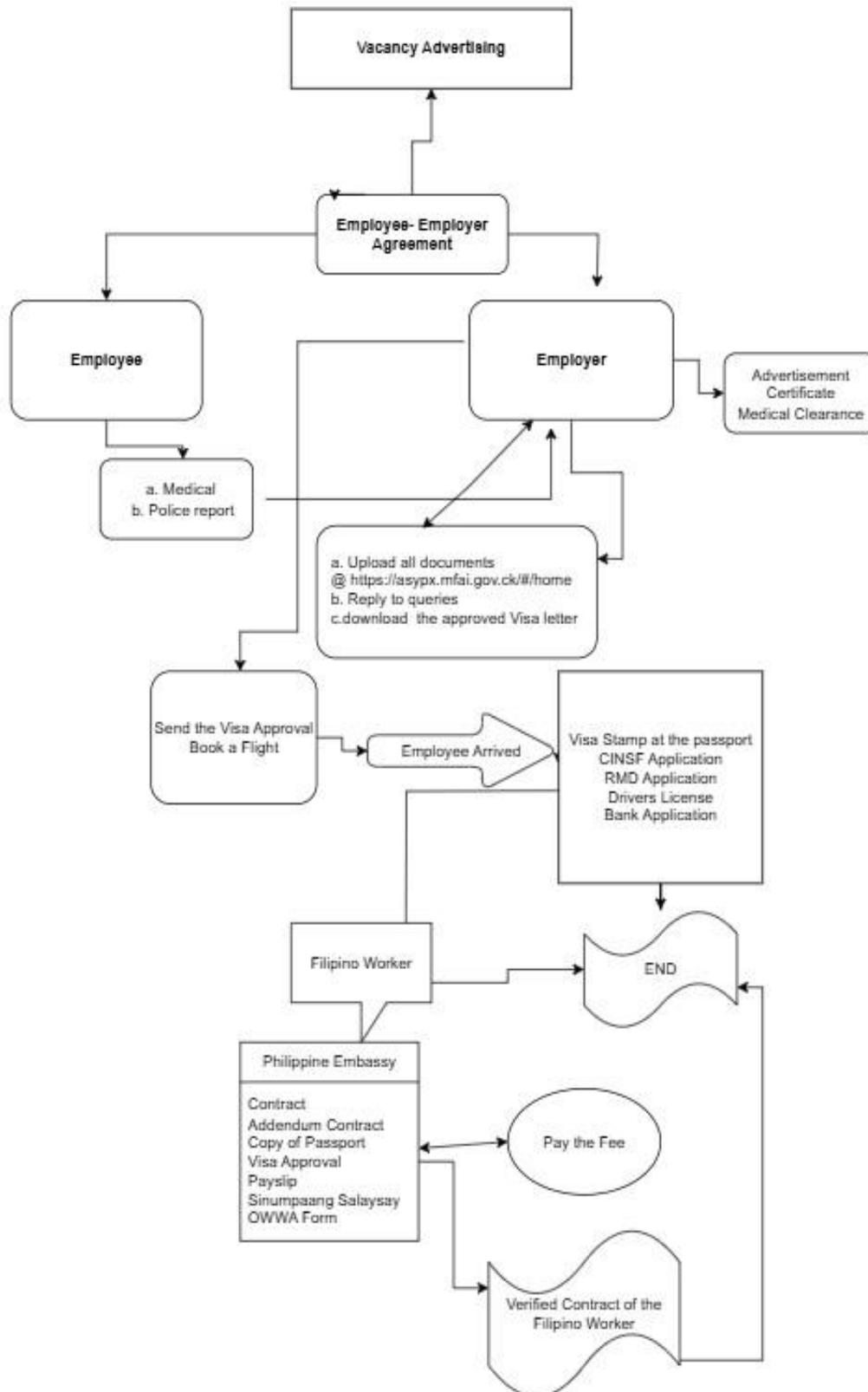
## Cross-Country

### Cross-Country category

Cross-country hiring refers to a recruitment or employment arrangement involving multiple countries or cross-border hiring processes, where Filipino workers are recruited to work in one country, but the Filipino worker is already employed in another country. For example, the Filipino worker is currently working in Singapore and was hired to work in Cook Islands, might be in the same position but different employers.

The employer must still need to comply with the DMW rules and regulations in verifying contracts, OWWA registration etc. With this process, employers can tap into skilled Filipino workers and are well experienced in working abroad. This is also a cost efficiency in paying agencies. Workers can negotiate directly with employers across the borders.

## Process Flow Cross-Country



## Hiring Workers- Cross Country Category

1. Advertisement
  - a. Advertise the vacancy at [jobs@cookislandsjobs.com](mailto:jobs@cookislandsjobs.com)
  - b. Advertise the vacancy in the company, set the qualifications, and duties and responsibilities (See attached documents on how to advertise your hiring!)
  - c. Do interviews etc to choose a worker to fit in the job.
  - d. Request for advertisement certificate as proof of advertising
  
2. Signing of Contract from both Employer and Employee

### A. Employee

- Employee to do Medical at the accredited hospital/ clinic in the country he is currently working. Please ensure to read each page properly for accuracy and correctness of documents. The signature of the medical doctor is needed on each page.
- Provide police Clearance certificate from the host country and police clearance from other countries where he stayed for more than five years
- Provide police clearance from your country of origin
- Submit all those documents to your employer

### B. Employer:

- Send workers Medical Report at Rarotonga Hospital for issuance of Medical Clearance.
- Once all the documents are complete, upload all the documents at the Immigration portal. (Process attached) <https://asypx.mfai.gov.ck/#/home>
- Frequently check the portal and email address provided in the portal application for the possible queries and to monitor the application.
- If there are queries, all you need to do is open the visa application and reply to the queries, it can be reuploading of some documents or details that you need to indicate. Click Submit at the bottom of the portal and it will automatically be done.
- You will receive an email confirmation of the Visa approval.
  
- Download the Visa approval letter and send to your worker
- Book a flight for your worker from the point of origin to Rarotonga Airport.
- Once you have his passport, bring the passport to the Immigration Office to stamp the Workers Visa.
- Your worker can now apply for RMD, CINSF, bank account and driver's license.



Embassy Verification (for Filipino workers).

- a. The employer will send the following documents to:  
[mwo.newzealand@philembassy.org](mailto:mwo.newzealand@philembassy.org)
  - Notarized Employment Contract
  - Notarized Addendum Contract
  - Copy of the Work Visa
  - Copy of Passport
  - Recent Payslip
  - Sworn Statement by the employee stating how he was hired by his present employer (sample attached)
  - Signed OWWA Form (forms attached)
- b. Pay the verification fee of NZD\$16.00 once you receive an email from MWO office regarding payments: They will give you the account details.
- c. Once payment has been done, the MWO officer will send you thru email the verified contract.
- d. Now, your worker is legally registered as an Overseas Filipino Worker in Cook Islands.

# PRA / LRA / Direct Employer Process

PRA = Philippine Recruitment Agency

LRA = Local Recruitment Agency

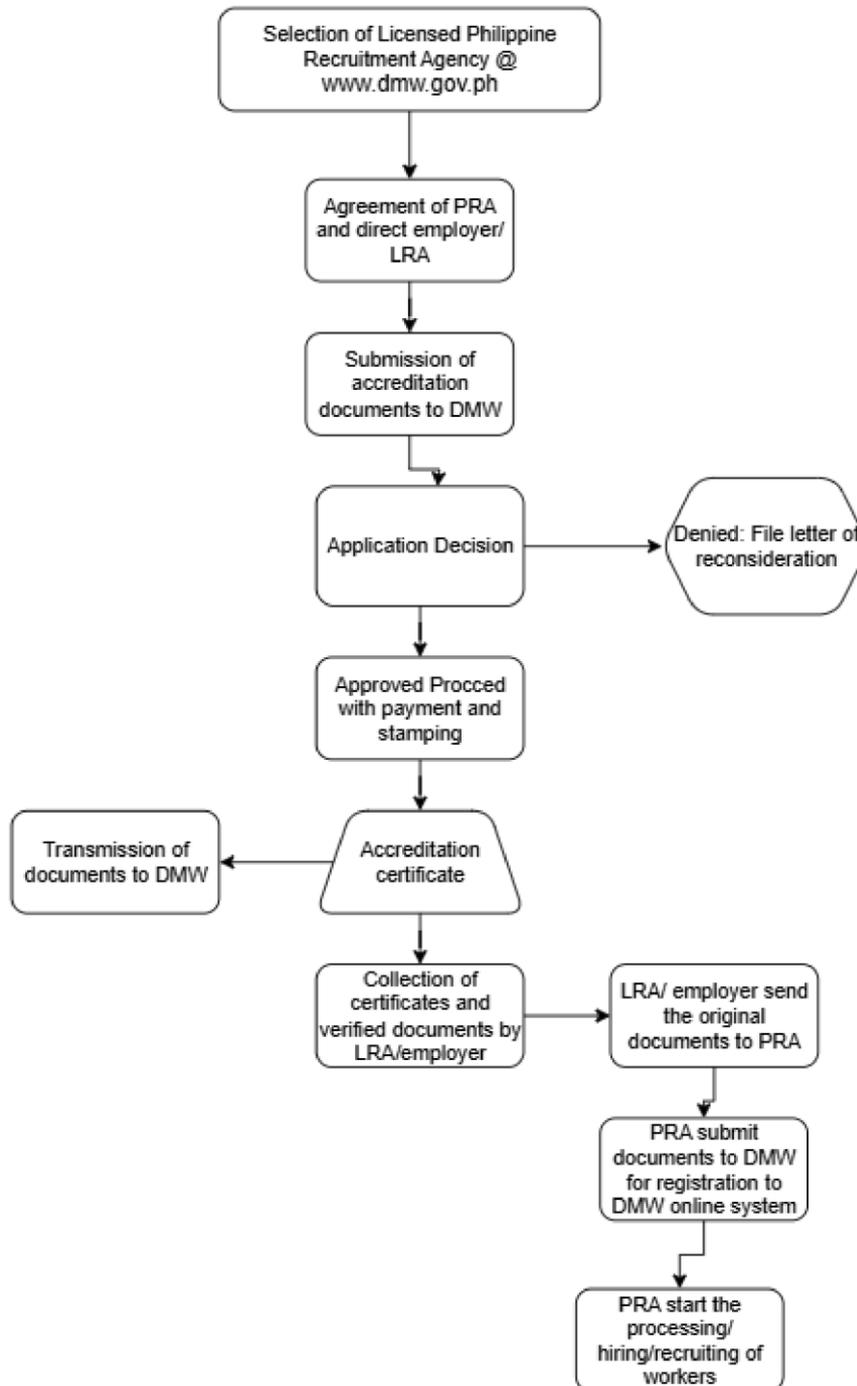
## Hiring Filipino Workers through Agency

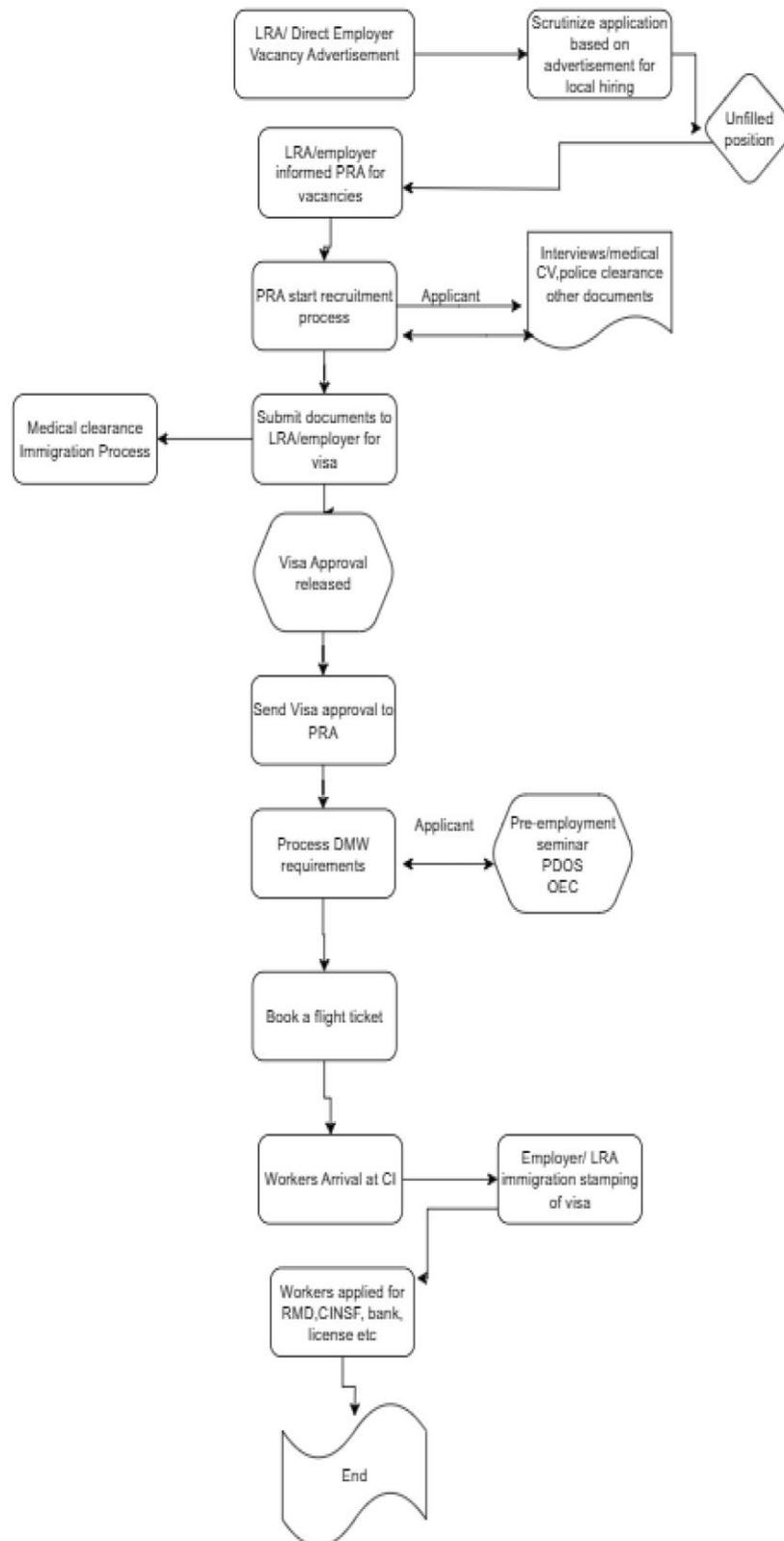
Employers can directly hire or ask the help of the Local Recruitment agency in recruiting workers in the Philippines. Employers/ Local agency must have an agreement with the licensed Philippine Recruitment Agency in hiring workers.

Licensed agency can be found at ([www.dmw.gov.ph](http://www.dmw.gov.ph)). Both employer / direct hire and PRA must be verified and acknowledged by DMW.

Philippine Recruitment Agency is responsible for the recruitment process and processing of pertinent documents to the DMW office. They have the responsibility to the workers sent abroad to ensure safety and following what's in the agreement. If in any case, a problem arises on the workers, both parties will be liable to the workers. For instance, if the worker has a problem with his employer e.g. maltreatment, deductions problem; employee should directly inform the local agency to solve the issue. In cases where the problem was not solved, the Philippine agency should intervene.

## Process Flow Agency - Local Recruitment Agency/ Direct Employer





# Procedure for Hiring Filipino Workers via Philippine Recruitment Agency (PRA)

Pursuant to the Governing Board Resolution No. 5 Series of 2022 amending Section 95 and 96, Rule I Part III of the Revised POEA Rules and Regulations Governing the Recruitment and Employment of Land-based Overseas Filipino Workers, to streamline the accreditation of the foreign principals and employers, the following are the guidelines for verification of accreditation documents.

## Abbreviations:

MWO	.....	Migrant Workers Office
JO	.....	Job Order
PRA	.....	Philippine Recruitment Agency
LRA	.....	Local Recruitment Agency in CI
SEC	.....	Standard Employment Contract
DE	.....	Direct Employer
RA	.....	Recruitment Agency
SPA	.....	Special Power of Attorney

## 1: Select a Licensed Philippine Recruitment Agency (PRA)

- The employer or LRA selects a DMW-licensed PRA to facilitate the recruitment process. A list of licensed PRAs can be found on the DMW website ([www.dmw.gov.ph](http://www.dmw.gov.ph)).
- Verify the PRA's valid license to ensure compliance with DMW regulations.

## 2: Prepare and Submit Accreditation Documents

A. The employer/ Local Recruitment Agency in Cook Islands (LRA) compiles and submits the required accreditation documents to the DMW for evaluation. The documents include:

- ◆ Job Order (JO):
  - Details the manpower request, including classification of occupations, positions, number of workers, and standard salary/allowances
  - For FRAs: Include two parts:
    - JO from LRA to PRA.
    - Manpower request from the client company/Direct Employer (DE) to LRA.

- ◆ Special Power of Attorney (SPA):
  - Authorizes the PRA to represent the employer/LRA before Philippine authorities.
  - Include a photocopy of a valid ID of the signatory.
  
- ◆ Recruitment Agreement (RA):
  - Agreement between the employer/LRA and PRA outlining responsibilities for deployment, employment, and return of workers.
  - Attachments:
    - Photocopy of valid ID of the LRA/SPA signatory.
    - Photocopy of commercial registration and business license
    - Undertaking by employer/LRA and PRA to monitor Filipino workers and report significant incidents.
    - Photocopy of DMW/POEA valid license of the PRA.
  
- ◆ Service Agreement (for LRAs):
  - Agreement between LRA and client company, including:
    - Manpower requirement from the client company.
    - Photocopy of client company's commercial registration and business license.
    - Manpower License of the LRA.
    - Model Employment Contract (MEC):
      - Outlines terms and conditions of employment, signed on all pages by the employer/LRA's authorized representative.
      - If using the employer's contract, include an addendum with mandatory DMW/POEA provisions.
  
- ◆ Authorization Letter:
  - Designates authorized personnel for document submission.
  
- ◆ Additional Requirements (if hiring 10 or more workers):
  - Proof of accommodation (Tenancy Agreement or Ownership Certificate).
  - Certificate confirming the accommodation is safe and adequate, with photos of amenities.
  
- ◆ Company Profile
- ◆ Business License of the employer/LRA.
- ◆ Affidavit of Undertaking:
  - Commitment to monitor Filipino workers and report incidents.
- ◆ Photocopy of Valid ID of employer/LRA signatories.
- ◆ Prepaid Return Envelope
  
- B. Employer/LRA submits documents to DMW
- C. Ensure all documents are complete and correct to avoid delays.

### 3: MWO Evaluation and Background Check

- The DMW reviews the submitted documents for completeness and correctness, followed by a background check on the employer/LRA to ensure no pending cases.

### 4: Interview with Labor Attaché

- The Labor Attaché or an authorized MWO officer conducts an interview with the employer/LRA's principal or representative to assess eligibility.

### 5: Application Decision

- The Labor Attaché reviews the application and makes a decision:
  - If Approved: Issues instructions for further action (e.g., payment and stamping).
  - If Denied: Issues a Notice of Denial.
- If denied, the employer/LRA may file a letter of reconsideration within 15 days, stating grounds for reconsideration.

### 6: Stamping and Payment of Verification Fees

### 7: Issuance of Accreditation Certificate

- The Labor Attaché signs the verified documents and issues the Accreditation Certificate to the employer/LRA and PRA.

### 8: Transmission of Documents to DMW

- MWO staff scans and transmits electronic copies of verified documents to the DMW within 24 hours. The MWO records the documents for release to the employer/LRA or representative.

### 9: Collection of Verified Documents

- The employer/LRA or representative collects the verified documents on the advised date and time.
- Employer/LRA or representative.

### 10: Courier Documents to PRA

- The employer/LRA sends the original verified documents to the PRA in the Philippines via courier.

## 11: Registration with DMW

- The PRA submits the documents to the DMW Land-based Center for registration in the DMW online system.
- Registration is completed immediately upon receipt by the DMW.

## 12: Deployment of Workers

- Once accreditation is registered, the PRA facilitates the recruitment, processing, and deployment of Filipino workers to the employer/LRA.

# Local Recruitment Agency and Philippine Recruitment Agency Procedure

## Step 1 Local Recruitment Agency/ Direct Employer

- The LRA/direct employer advertise the vacant position
- Scrutinize the application, if there's local applicant complete interviews etc
- If no local applicants applied, the position available will be given PRA.
- Request for Certificate of Advertisement Posting

## Step 2 Philippine Recruitment Agency on Processing of Documents

- Hiring process in accordance with the qualifications set by the direct employer/ the local recruitment agency
- Proceed with the applicant's interview
- Advising the chosen worker for medical, police clearance and other pertinent documents
- Submission of medical report to the LRA/ direct employer
- Submit police clearance, birth certificate etc... to LRA/direct employer

## Step 3 Local Recruitment Agency / Direct Employer

- Proceed with acquiring Medical Clearance once the medical report is received.
- Upon the release of the medical clearance, proceed on the visa application at the <https://asypx.mfai.gov.ck/#/home>
- Replied to queries from time to time
- Email notification will be received once the visa is approved
- Send the visa approval letter to PRA

## Step 4 Philippine Recruitment Agency

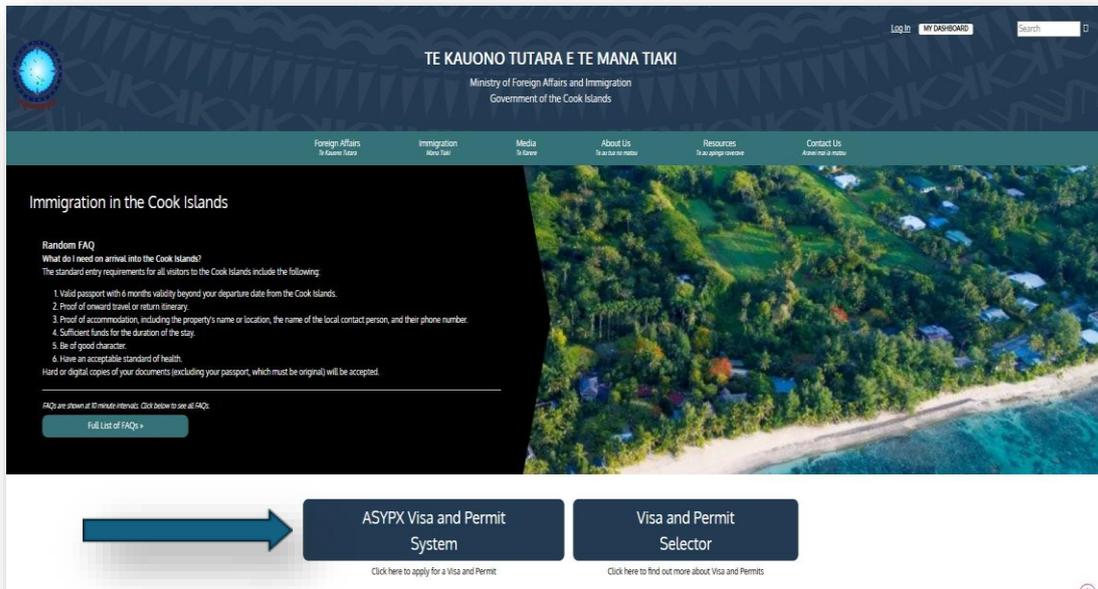
- Upon receiving the Visa Approval letter, book an appointment to DMW
- Submit necessary documents
- Request schedule for PDOS, apply for OEC for the worker etc
- Pay necessary fee
- Once the OEC was issued informed the worker and LRA/ direct employer
- Book an airfare ticket (booking can be employer or PRA Step 5 Workers arrival at Rarotonga Cook Islands)
- LRA/direct employer proceed at the immigration for the stamping of visa at the passport
- Workers apply for RMD, CINSF, driver's license, bank accounts etc.

# Immigration Procedure

## PROCEDURE ON APPLYING EMPLOYMENT VISA

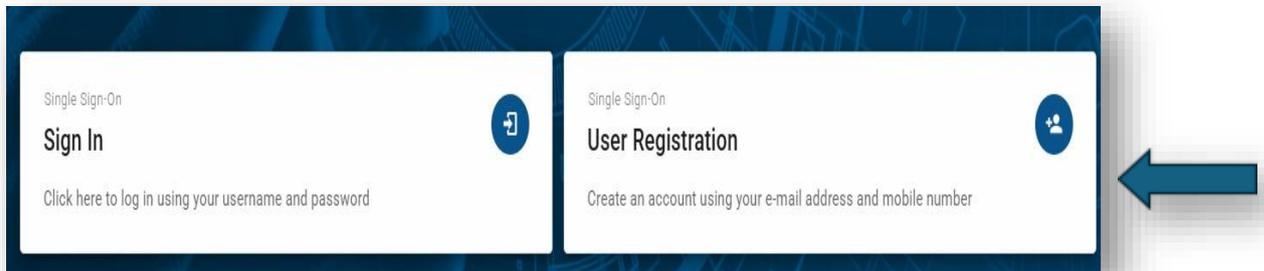
The Cook Islands Immigration announced the official launch of the online Visa and Permit system in January 2025.

To access the online system, log on to their official website [www.mfai.gov.ck/immigration](http://www.mfai.gov.ck/immigration)  
The following steps will guide you through this process.

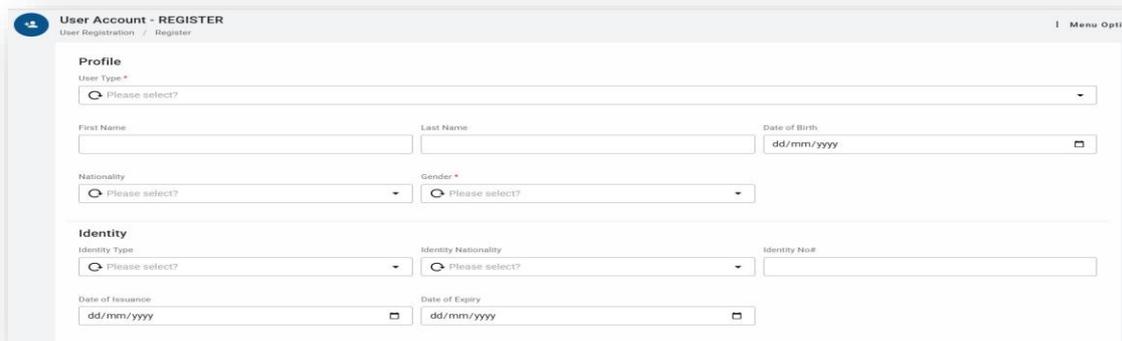


The screenshot shows the website interface for the Ministry of Foreign Affairs and Immigration. At the top, it reads "TE KAUONO TUTARA E TE MANA TIAKI" and "Ministry of Foreign Affairs and Immigration Government of the Cook Islands". There is a navigation menu with links for Foreign Affairs, Immigration, Media, About Us, Resources, and Contact Us. The main content area is titled "Immigration in the Cook Islands" and includes a "Random FAQ" section with a list of requirements for entry. Below the FAQ, there are two buttons: "ASYPX Visa and Permit System" and "Visa and Permit Selector". An arrow points from the left towards these buttons.

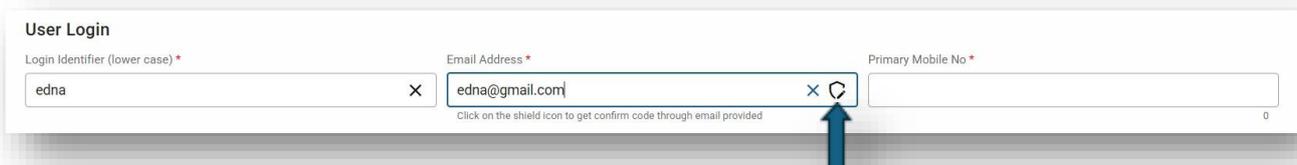
Click ASYPX Visa and Permit System



From here you will need to complete the "User Registration" page and to obtain your username and password.



The screenshot shows the "User Account - REGISTER" form. It is divided into two main sections: "Profile" and "Identity". The "Profile" section includes fields for "User Type" (a dropdown menu), "First Name", "Last Name", "Date of Birth" (dd/mm/yyyy), "Nationality" (a dropdown menu), and "Gender" (a dropdown menu). The "Identity" section includes fields for "Identity Type" (a dropdown menu), "Identity Nationality" (a dropdown menu), "Identity No" (a text field), "Date of Issuance" (dd/mm/yyyy), and "Date of Expiry" (dd/mm/yyyy).



The screenshot shows the "User Login" form. It has three input fields: "Login Identifier (lower case)" with the value "edna", "Email Address" with the value "edna@gmail.com", and "Primary Mobile No". Below the "Email Address" field, there is a small shield icon with a checkmark. A blue arrow points to this shield icon. Below the fields, there is a small text instruction: "Click on the shield icon to get confirm code through email provided".



The screenshot shows the "Profile" form. It has a "User Type" dropdown menu with "Please select?" as the current selection. Below this, there are two sections: "Applicant" and "Sponsor", each with a text input field.

Indicate your login identifier, email address, and password. To obtain confirmation code click for password confirmation. The confirmation code will be forwarded to your email or mobile number. Once received, type in the box below and click ✓

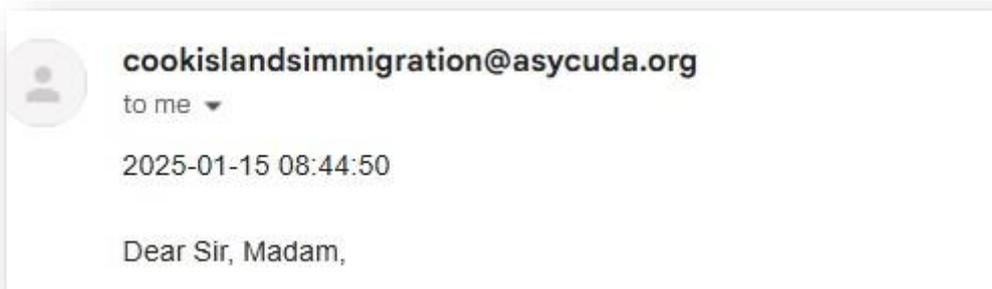




Please enter the confirmation code

[forms.challenge.messages.sent](#)

Confirmation code will be validated upon submission of the form.  
An email will be sent to the email address provided.



The confirmation code for \_\_\_\_\_ is 751893.

Best regards,

Cook Islands Immigration

(c) ASYPX

Copy the confirmation code and paste. The email field will turn green if the confirmation code is valid.



Submit

Click Submit and Confirm to proceed.

The system will successfully register and an email will be sent for confirmation of your registration.

 **cookislandsimmigration@asycuda.org**  
to me ▾  
2025-01-15 09:00:11

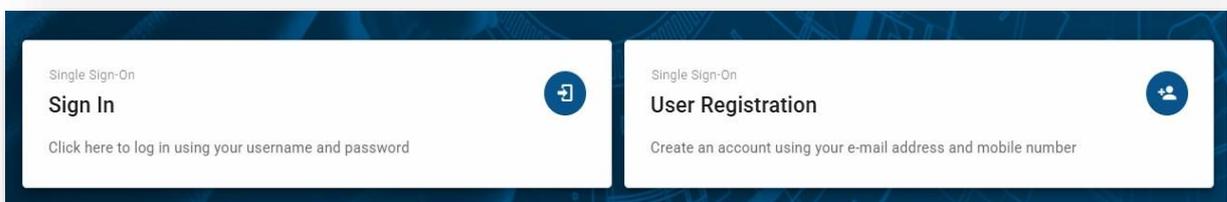
Dear \_\_\_\_\_,  
The account \_\_\_\_\_ has been registered, please login via the website.

Best regards,  
Cook Islands Immigration  
(c) ASYPX

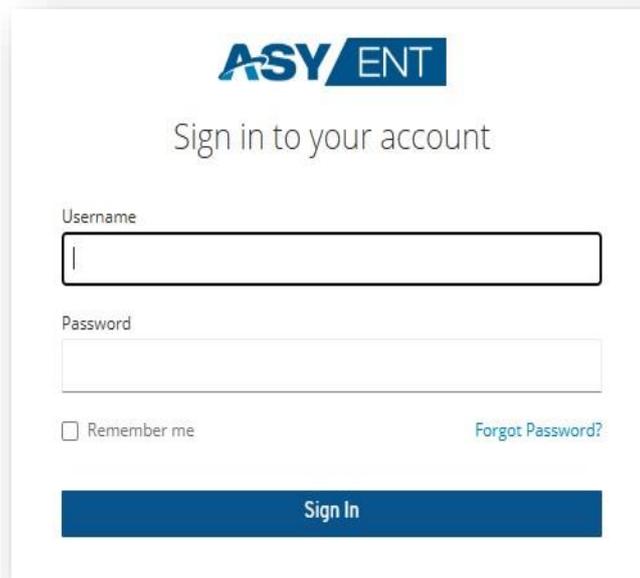
## Log into the System



## Choose ASYPX Visa and Permit System



Click Sign-in ↑



**ASY ENT**

Sign in to your account

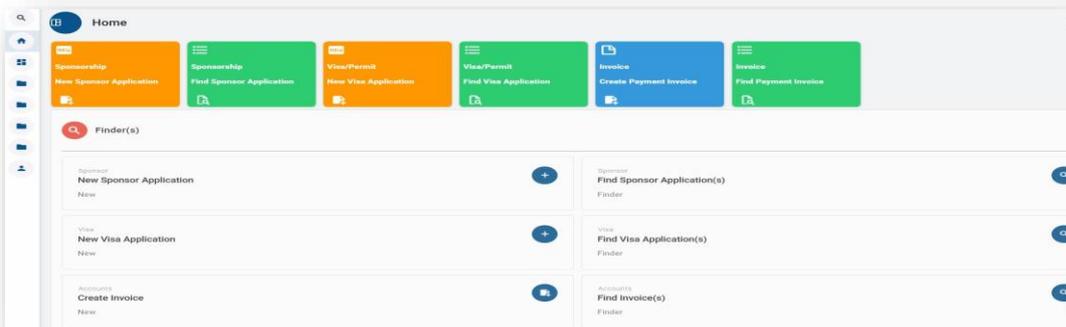
Username

Password

Remember me [Forgot Password?](#)

**Sign In**

Enter your "Username" and "Password".



**Home**

**Sponsorship**  
New Sponsor Application

**Sponsorship**  
Find Sponsor Application

**Visa/Permit**  
New Visa Application

**Visa/Permit**  
Find Visa Application

**Invoice**  
Create Payment Invoice

**Invoice**  
Find Payment Invoice

**Finder(s)**

Sponsor  
New Sponsor Application  
New

Visa  
New Visa Application  
New

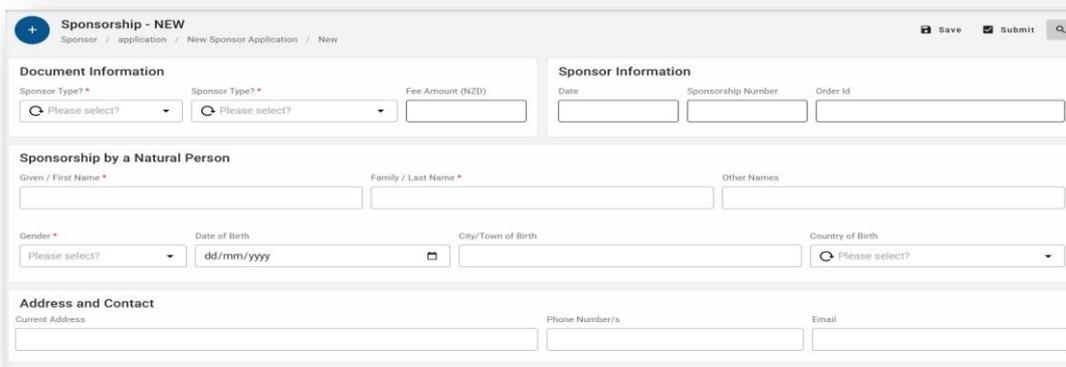
Account  
Create Invoice  
New

Sponsor  
Find Sponsor Application(s)  
Finder

Visa  
Find Visa Application(s)  
Finder

Account  
Find Invoice(s)  
Finder

If you need to apply as a Sponsor, click New Sponsor Application



**Sponsorship - NEW**  
Sponsor / application / New Sponsor Application / New

**Document Information**

Sponsor Type? \*  Sponsor Type? \*  Fee Amount (NZD)

**Sponsor Information**

Date  Sponsorship Number  Order Id

**Sponsorship by a Natural Person**

Given / First Name \*  Family / Last Name \*  Other Names

Gender \*  Date of Birth  City/Town of Birth  Country of Birth

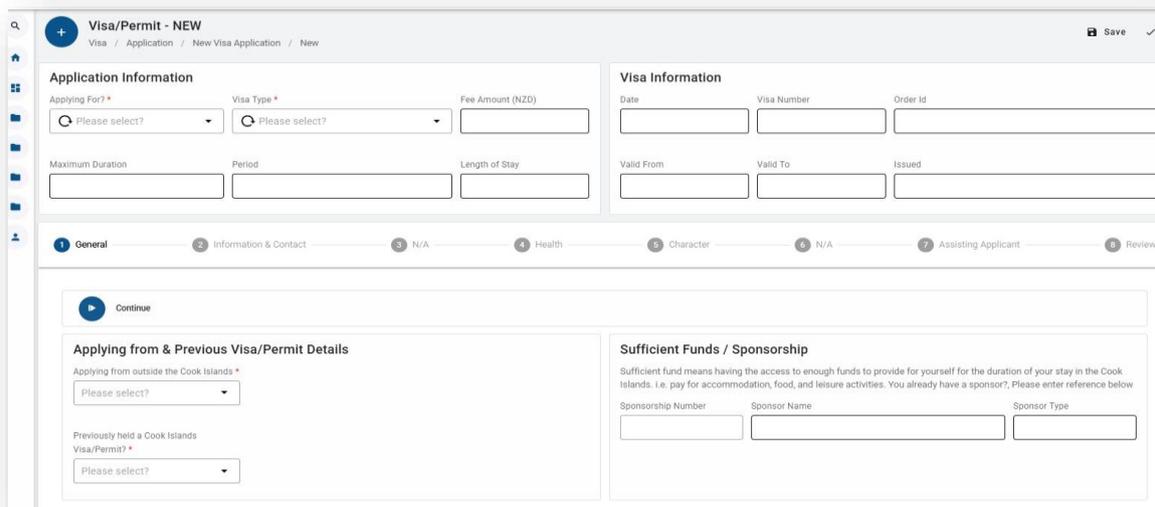
**Address and Contact**

Current Address  Phone Number/s  Email

If you or the company is already registered as Sponsor, send your username to [immigration.visapermit@cookislands.gov.ck](mailto:immigration.visapermit@cookislands.gov.ck) (do not include your password).

Immigration will create your sponsorship number linked to the username you have provided and will send it to your email.

Once you have your Sponsorship number log-in on the website and choose visa application.




Fill-out the forms with the necessary information and upload all required documents.

Please take note that the maximum file size is only 680k.

Documents needed to upload:

Document List
Description ↑
Copy of Curriculum Vitae or Resume
Copy of Passport or Travel Document
Employment Contract
Evidence of English Language Proficiency (if required)
Evidence of Job Advertisement (advertised minimum 3 times in the last 3 months)
Evidence of Sufficient Funds
Letter of Offer / Support from Employer
National Police Certificate
Sponsorship Transfer Form (if applicable)
TMO Medical Clearance

After uploading the documents, continue filling out the necessary information. The last part is the payment of fees. Using your debit/credit card you can do your electronic payment. Electronic receipt will be sent to your email address.

It is important to check the portal from time to time for future queries from immigration officers. You will receive messages of different queries, notification of visa granted to the portal and to your email address so check regularly. Visa approval letter will also be sent to your provided email address.

## Advertising

### How to advertise the position as per immigration requirement!

1. List down the vacant position available and the qualifications you need.
2. Email it to: [jobs@cookislandsjobs.com](mailto:jobs@cookislandsjobs.com)
3. You will choose if you want to do advertisement thru web only, or web and print.  
Web is posted on the Cook Islands job website, Facebook and Instagram account. I suggest choosing the web and print for the fastest result.
4. After two weeks, you can email [jobs@cookislandsjobs.com](mailto:jobs@cookislandsjobs.com) for Certification of posting. This certification of Posting will be uploaded on the immigration portal as requirements.
5. Cook Islands jobs will also send your list of applicants who responded during the advertisement process.



## Sample Advertisement:

### Executive Project Assistant

**Location:** Rarotonga  
Added: Sat 04 May 24

[Click to apply](#)

The Executive Assistant will drive sales and conduct market research.

You must be knowledgeable in the usual office software applications, as well as Xero, Tradify, and Adobe Suite, and have experience in project coordination, sales, and marketing.

You will work directly with the Managing Director.

The position includes:

- Handling correspondence
- Managing the director's calendar
- Coordinating projects
- Maintaining records
- Assisting in tender document preparation and special projects
- Contacting suppliers
- Handling invoices
- Performing additional tasks as required

The successful candidate will also be the HR and Liaison officer.

# Sample Documents

## Confirmation of Advertising

Confirmation of advertising for Lead Carpenter position External Inbox x

✦ Summarise this email

**Jobs Cook Islands**

to me ▾

Kia orana Steve,

We can confirm that the role you had listed for a Lead Carpenter ran on our website, Facebook page and Instagram from the 23<sup>rd</sup> of May 2025 through to the 8<sup>th</sup> of June 2025.

Meitaki ma'ata,  
Jaewynn



Jaewynn McKay

*Director*

p: [+682 22 288](tel:+68222288) m: [+682 55 486](tel:+68255486)

a: PO Box 3098, Rarotonga, Cook Islands

e: [jobs@cookislandsjobs.com](mailto:jobs@cookislandsjobs.com)

w: [www.cookislandsjobs.com](http://www.cookislandsjobs.com)

## Medical Clearance Email



### COMMUNITY HEALTH SERVICES

PO Box 109 Tel: 682 29 110  
Rarotonga Fax: 682 29 100  
Cook Islands Website: [www.health.gov.ck](http://www.health.gov.ck)

**DIRECTORATE:** Public Health/Dental Services/Mental Health

13 March 2025

Ministry of Foreign Affairs and Immigration  
COOK ISLANDS

Re: \_\_\_\_\_ – Medical Clearance for Migrant workers to the Cook Islands

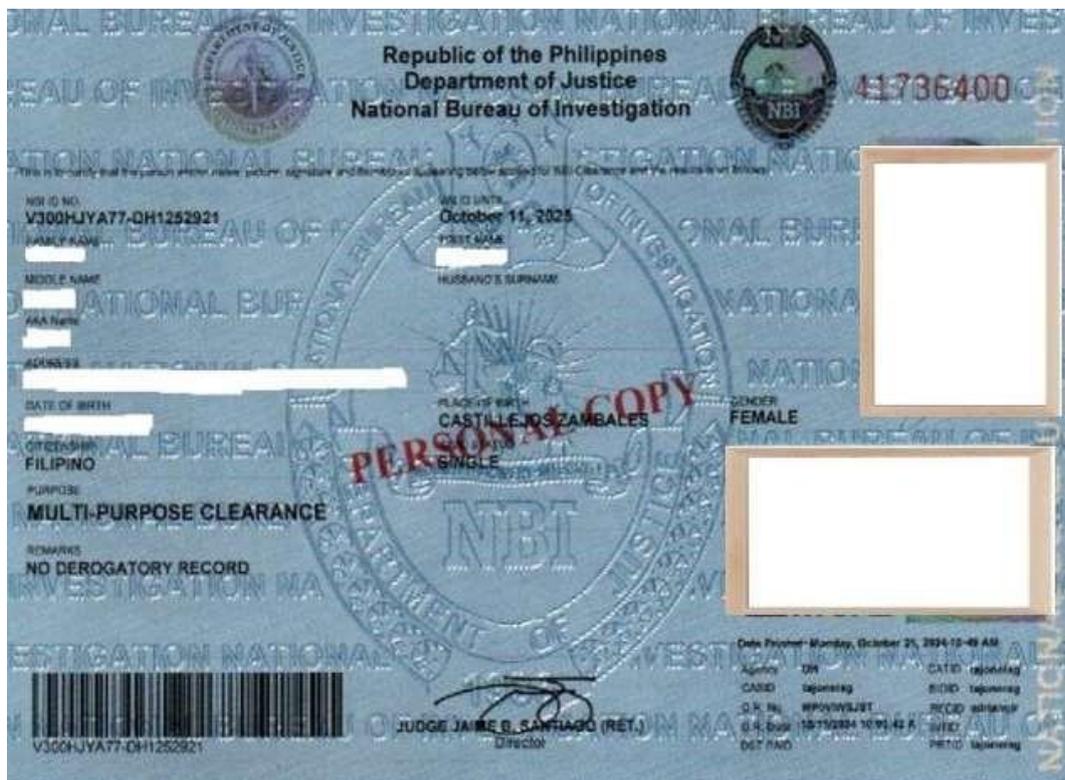
I have assessed the medical forms of the above applicant. He has met all conditions required for migrant workers.

Approval is granted.

Should you have any queries please contact our office.

Meitaki maata

## Philippine NBI Clearance



Republic of the Philippines  
Department of Justice  
National Bureau of Investigation

41736400

NR ID NO: V300HJYA77-QH1252921  
FAMILY NAME: \_\_\_\_\_  
MIDDLE NAME: \_\_\_\_\_  
FIRST NAME: \_\_\_\_\_  
HUSBAND'S SURNAME: \_\_\_\_\_  
PLACE OF BIRTH: CASTILLEJOS ZAMBALES  
GENDER: FEMALE  
STATUS: SINGLE  
DATE OF BIRTH: \_\_\_\_\_  
CITIZENSHIP: FILIPINO  
PURPOSE: MULTI-PURPOSE CLEARANCE  
REMARKS: NO DEROGATORY RECORD

PERSONAL COPY

JUDGE JAIME B. SANTIAGO (RET.)  
Director

Date Printed: Monday, October 25, 2024 10:49 AM  
Agency: IOM  
CASED: taponeag  
D.F. No: WPOVWJLST  
D.F. Date: 10/25/2024 10:01:42 A  
DST: NAO  
CATED: taponeag  
EICD: taponeag  
RECD: adlansp  
SITD: \_\_\_\_\_  
PRTO: taponeag

V300HJYA77-QH1252921

## Kuwait Police Clearance

State of Kuwait Ministry of Interior General Dept. of Criminal Evidence Criminal Status Certificate		دولة الكويت وزارة الداخلية الإدارة العامة للأدلة الجنائية شهادة الحالة الجنائية	
<b>Certificate Data</b>		<b>بيانات الشهادة</b>	
Certificate Number	PHIL12024111002	Certificate Number	رقم الشهادة
Issue Date	05/11/2024	Issue Date	تاريخ الإصدار
Expiry Date	05/05/2025	Expiry Date	تاريخ الإنتهاء
Fingerprint Number	0	Fingerprint Number	رقم البصمة
Submitted For	TO WHOM IT MAY CONCERN لمن يهمه الأمر	Submitted For	الجهة الطالبة
<b>Personal Data</b>		<b>بيانات الشخص</b>	
Arabic Name	جيسوسا ايجيدا فيادو	Arabic Name	الاسم العربي
Latin Name		Latin Name	الاسم اللاتيني
Civil ID Number		Civil ID Number	الرقم المدني
Date of Birth		Date of Birth	تاريخ الميلاد
Gender	FEMALE أنثى	Gender	الجنس
Nationality	PHILIPPINES الفلبين	Nationality	الجنسية
Occupation		Occupation	المهنة
Passport Number	P8958318A	Passport Number	رقم جواز السفر
	لا حكم عليه No Criminal Record		التصديق على توقيع Signature of Ministry of Interior
		and stamp of	وختام
		No. 6546	الرقم
		Date NOV 08 2024	التاريخ
		Signature	التوقيع
<p>هذه الشهادة صالحة لمدة ستة أشهر من تاريخ الإصدار This certificate is valid for six months from issue date</p>			
<p>مدير عام الإدارة العامة للأدلة الجنائية اللواء/ عيد راشد المويهان General Manager of Criminal Evidence Dept. Major General(, Eid Rashed Al-Owahan</p>		<p>EMBASSY OF THE STATE OF KUWAIT-MANILA Fahad Al-Shaheen Al-Rubaie DIPLOMATIC ATTACHE</p>	
<p>QR Code</p>		<p>QR Code</p>	
<p>20 دينار</p>		<p>20 دينار</p>	

## Example Employment Agreement

Company logo here

# EMPLOYMENT AGREEMENT

This Employment Agreement is made on this \_\_\_\_\_ day of \_\_\_\_\_

BETWEEN \_\_\_\_\_ [enter business name here], of Rarotonga, Cook Islands (herein referred to as "the Company") of the one part

AND \_\_\_\_\_ [enter the employees name here] of the other part

### 1.0 Appointment and Term:

1.1 The Employer appoints the Employee as XXX (job title), under the terms and conditions as set out in this agreement and based on the Job Description on provided below and/or attached.

1.2 The appointment is for X years starting from: XXXXXXXXXXXXX (start date) and ending on the XXXXXXXXX (end date) with the option for renewal, should both parties agree.

1.3 The Employer and Employee shall discuss the renewal, extension or expiration of the agreement at least two months before the expiration.

1.4 The Employee is subjected to a probation period of X months to assess performance and conduct fairly and in accordance with the Company's assessment criteria and policy.

1.5 Failing the probation period, an assessment may lead to the opportunity for re-training and/or termination of the employment.

1.6 Should the employee be terminated during a probationary period, the employer is responsible for repatriation back to home country.

### 2.0 Job Description:

2.1 The Employee's specific duties shall be XXXXXXX. (list Job Description here) or alternatively attached as Annex 1.

2.2 The detailed Job description and performance appraisal process will be provided upon induction on the first week of work (or attached as Annex 1 above, and Annex 2 for the performance appraisal process)

### 3.0 Terms and Conditions

### 3.1 Remuneration

The Employee will be paid \$XXXX per hour, as a wage earner, and is to be reviewed annually.

This rate must meet the current minimum wage regulations of the year the employment agreement is dated or reviewed annually or reflect a higher rate commensurate to the employee's skills and qualifications. DELETE from template once understood

### 3.2 Hours of work

3.2.1 The Employee's normal hours of work shall be no more than 40 hours per week for the usual business hours.

3.2.2 The Employee is entitled to at least one-day rest per week.

### 3.3 Overtime pay

3.3.1 The Employee may be required to perform overtime (above 40 hours of work) as reasonably required by the Employer and is entitled to overtime pay at one and a half rate of the employee's normal rate.

3.3.2 The Employee may refuse to do overtime if the Employer fails to give a reasonable notice of the extra hours or if the Employee has valid health and safety reasons.

### 3.4 Rest and Meal Breaks

3.4.1. The Employee, who works at least 3 hours, is entitled to take a paid rest period of not less than 10 minutes during the 3 hours,

3.4.2 The Employee is entitled to a rest and meal break of at least 30 minutes after 5 hours of work.

### 3.5 Method of payment of wages

3.5.1 The Employee will be paid on a weekly basis, directly into a nominated bank account or in cash,

3.5.2 The Employee will receive a payslip every payment of wages.

### 3.6 Wages protection

3.6.1 As per the Cook Islands Law, the Employer shall deduct PAYE and CINSF contributions directly from the weekly pay and submit to the respective authorities

3.6.2 Any other deductions should be authorised by the Employee in writing prior to the deductions.

3.6.3 All deductions (are) shall be duly recorded on the payslip.

3.6.4 The Employer will not deduct from the Employee any monies to reimburse the Employer for recruitment costs i.e. Incoming or outgoing airfares and work permit fees, as per the Immigration regulations 2023

## 4.0 Leave Entitlements

### 4.1 Annual Leave

4.1.1 The Employee is entitled to 10 working days paid annual leave accrued for every twelve months of employment.

4.1.2 The Employer can require the Employee to work for 6 months' maximum before using the annual leave entitlement for the first time.

4.1.3 Annual leave will be taken at the mutual convenience of both parties.

### 4.2 Public Holidays

4.2.1 The Employee is entitled to public holidays pay at your ordinary rate of pay as a matter of law pursuant to the Public Holidays Act 1999:

- New Year's Day 1st January
- Day After New Year 2nd of January
- Good Friday
- Easter Monday
- ANZAC Day 25th of April
- Sovereigns Birthday every first Monday of June
- Ui Ariki Day every first Friday of July
- Constitution Day 4th of August
- National Gospel Day 26th of October
- Christmas Day 25th of December
- Boxing Day 26th of December

4.2.2 Should the Employee be required to work on a public holiday, and by agreement with the Company before working on the public holiday, the Employee is entitled to:

- Be paid an hourly rate for work on the public holiday, as agreed between the employer and the employee but not less than:
  - double the hourly rate the employee was paid in the working day (other than a public holiday) preceding the public holiday; or
  - double the employee's ordinary rate of pay;

Or

- Have an extra day added to the employee's leave entitlement, or
- Receive time off in lieu for the time worked on the public holiday, or
- Another reasonable arrangement that is not less than favourable to the employee, and as agreed between the employer and the employee

### 4.3 Sick Leave

4.3.1 The Employee is entitled to 5 days paid sick leave accrued for every twelve months of employment.

4.3.2 The Employer can require the Employee to work for 6 months' maximum before using the sick leave entitlement for the first time.

4.3.3 The Employer may require the Employee to provide a medical certificate after 2 days of consecutive sick leave.

#### 4.4 Maternity and Paternity Leave

4.4.4 As per current Cook Islands legislation.

#### 5.0 Accommodation, Transportation

5.1 The Employer shall provide the Employee with access to suitable accommodation.

5.2 The Employer shall cover transportation expenses, including return airfare, from and to the employee's country of origin.

#### 6.0 Termination of contract entitlements

The present contract can be terminated in the following circumstances:

##### 6.1 Resignation (on behalf) of the Employee

The Employee may decide to resign by respecting a notice period of 1 week. A written letter of resignation should be provided.

##### 6.2 Termination based on underperformance and capacity

6.2.1 The Employer shall conduct regular performance appraisals to assist in any termination process involving underperformance and/or capacity issues.

6.2.2 Prior to terminating, the Employer shall provide reasons for terminating in writing and give reasonable time to the Employee to respond before making a final decision. A written letter of termination to record the final decision should be provided.

6.2.3 The Employer may terminate the contract for underperformance by giving at least 1 weeks' notice period or pay in lieu.

##### 6.3 Termination based on misconduct or serious misconduct

6.3.1 The Employer shall provide adequate human resources structure to deal with misconduct, such as a code of conduct.

6.3.2 Prior to terminating for misconduct, the Employer shall provide reasons for terminating in writing and give reasonable time to the Employee to respond before making a final decision. It is recommended to provide a written letter of termination to record the final decision.

6.3.3 The Employer may proceed to terminate the contract for misconduct by giving at least 1 weeks' notice period or pay in lieu.

6.3.4 Any case of serious misconduct warrants an immediate dismissal forfeiting any notice period and requirement to provide reasons in writing. A list of serious misconduct must be listed in the Code of Conduct and clearly identified to the employee during Induction and prior to the employee commencing employment and when the serious misconduct termination is carried out; evidence must be provided as to the serious misconduct being issued.

#### 6.4 Termination due to restructuring

6.4.1 The Employer shall inform the Employee of any restructuring possibilities with fair advance.

6.4.2 The Employer may proceed to terminate the contract for restructuring purposes by giving at least 2 weeks' notice period or pay in lieu.

6.4.3 The Employer shall provide a notice termination and give reasonable time to the Employee to respond before making a final decision. It is recommended to provide a written letter to record the final decision.

6.5 Termination due to illness or force majeure: Either party may terminate this Agreement on the ground of illness, disease or injury by the employee if he is no longer able to continue to perform his job, or due to force majeure.

#### 6.6 Termination Entitlements

All termination entitlements such as unpaid wages and unused annual leaves shall be paid out to the Employee as soon as practicable.

#### 7.0 General Duties and Obligations of the Employer

7.1 The Employer shall abide by the Laws of the Cook Islands, including the Employment Relations Act 2012.

7.2 The Employer shall be responsible for the Employee's incoming airfare and transit visa into the country (Cook Islands) and the costs of the work permit application process, and any other costs as discussed and agreed with the Employee.

7.3 The Employer shall train, instruct and monitor the Employee as per the Job Description and follow the Company's policies and staff manuals, including the code of conduct.

7.4 The Employer shall be responsible for assisting the registration of the Employee with Tax Department and the CINSF Office.

7.5 In the event of death of the employee during the term of this Agreement, his remains and personal belongings shall be repatriated to the **Philippines** at the expense of the

employer. In case the repatriation of the remains is not possible, the same may be disposed of upon prior approval of the employee's next of kin and/or by the Philippine Embassy/Consulate nearest the jobsite.

- 8.0 General duties and responsibilities of the Employee;
  - 8.1 The Employee shall abide by the laws of the Cook Islands, including the Employment Relations Act 2012 as well as respect the customs and traditions of our people.
  - 8.2 The Employee shall be responsible to pay for personal costs related to the work permit application e.g. medical documentation, insurance cover, English lessons, police clearance, birth certificate issuance and other associated costs in the country of origin, and any other costs as discussed and agreed with the Employer.
  - 8.3 The Employee undertakes to perform diligently as per the Job Description and abide by the Company's policies and staff manuals, including the code of conduct.
  - 8.4 The Employee shall be responsible for complying with the registration process of the Tax Department and the CINSF Office.
- 
- 9.0 Workplace Health and Safety
  - 9.1 The Employer shall abide by the principle of duty of care and ensure a healthy and safe work environment that is also free from violence and harassment, by providing clear instructions, training and company policy on Workplace Health and Safety.
  - 9.2 The Employee shall abide by the Employer's instructions and the company's policies and staff manuals to maintain a healthy and safe environment that is also free from violence and harassment.
  - 9.3 To assist with the costs involved in the event of illness, accident or death arising out of or in the course of the Employee's employment, the Employer shall contribute to the Government Workers Compensation Scheme available to cover the cost.
  - 9.4 In the event of any illness, accident or death arising out of or in the course of the Employee's employment, the Employer will record it in the Accidents Register in the form approved by the Ministry of Internal Affairs.
  - 9.5 The Employer shall notify the Ministry of Internal Affairs, Labour and Consumer Services, within 48hours of the accident specifying the nature of the accident, the name, age and residence of the employee and the measures taken by the Employer because of the accident. If the employee is hospitalized for a period of 4 days or more after the accident or within 7 days of the accident, the Employee may be eligible to Workers Compensation.
  - 9.6 If the employee is hospitalized because of the accident for four or more days the Employer will request or be provided with the Workers Accident Form from the Ministry of Internal Affairs. The Employer will be responsible to complete this Form and provide all the necessary documents requested.

9.7 Once completed the Employer will submit this Form to the Ministry of Internal Affairs for an assessment to be carried out as to whether the employee is eligible to Workers Compensation as a result of the accident.

9.8 For any case of illness, accident or death arising outside the hours of work, the Employee is advised to have a personal insurance coverage for the duration of the employment term in the Cook Islands. In the absence of an insurance cover, both parties need to agree on the payment of the associated costs.

10.0 Employment dispute resolution

10.1 In the event of any dispute or grievance arising between the parties in the course of the employment, regarding this Contract or the interpretation of any clause herein contained or contemplated, both parties should attempt to find a resolution internally, by following the Company's policy and staff manual.

10.2 Should this fail, the parties shall continue through the formal process as prescribed by the ERA 2012 and refer the dispute to mediation and arbitration for final resolution.

10.3 At anytime, the parties can contact the Labour and Consumer Services of the Ministry of Internal Affairs for support and advice as well as their respective lawyers.

11.0 Variation of contract

If at any particular time during the term of this Contract the responsibilities and obligations of the Employee are so altered, both parties may in agreement conclude a variation of this contract to reflect the changed nature of employment and other terms and Conditions.

12.0 ACCEPTANCE

This contract shall be construed and take effect in accordance with the Cook Islands Employment Relations Act 2012, and other related legislation thereof.

I, \_\_\_\_\_, have read, understand and accept the terms and Conditions of employment as set out in this Employment Agreement.

Employee Name:	Employer Name:
Employee Signature:	Employer Signature:
Date:	Date:

## Company Support Letter

# Company Header

---

Date:

Immigration Department  
Ministry of Foreign Affairs and Immigration  
PO Box 105  
Rarotonga  
Cook Islands

Attn: Principal Immigration Officer

Name of worker/ Passport Number Application for Visa Permit

Kia Orana

This letter supports the application of \_\_\_\_\_ for Work Permit Visa application.

\_\_\_\_\_ ( Name of Company) guarantees to repatriate \_\_\_\_\_ paying her outward airfare back to the \_\_\_\_\_ (country of origin), at the termination of his employment.

If you have any queries with the above, please do not hesitate to contact me.

Thank you.

Yours sincerely,

\_\_\_\_\_  
Name of Employer  
Position